

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Supervisor (Logistics) #149512

**ANNOUNCEMENT NO.** 146-2015

**SALARY:** AS-613 / Minimum \$27,664 / Maximum \$58,240 annually

**LOCATION:** LANG- YCP-CB, Camp Beauregard, Pineville, Louisiana

**OPEN:** 8 December 2015

**CLOSE:** 22 December 2015

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

#### A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must have supply and logistical experience and knowledge. Must be proficient in Microsoft Office. Proficient in "ISIS." Must know how to create and use 101's.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

**4. POSITION DESCRIPTION:** Primary advisor to the Executive Level pertaining to supply and maintenance issues. Supervises four employees: Administrative Technician, Logistics Specialist, Maintenance Supervisor and Maintenance Technician. Prepares and reviews PER documents for and conducts counseling with section employees. Reviews and approves payroll documentation for the section. Tags property/equipment in accordance with State guidelines. Prepares property acquisition, loss and transfer documents as required by State guidelines. Provides property accountability through section hand receipts. Prepares Certificates of Destruction for damaged durable items. Prepares for State and Federal audits. Maintains key control and rosters. Manages a section budget of \$400,000.00 each fiscal year. Determines stockage levels for cadet clothing and supplies. Orders and receives supplies and equipment using the State network ISIS system. Maintains the requisition log. Prepares, distributes and assembles bids prior to submission of requests to the facility Purchasing Agent. Maintains LaCarte credit card log. Reconciles credit card purchases monthly. Reviews and verifies laundry costs from the facility laundry plant. Coordinates issue of clothing and equipment to cadets. Works with Facility Engineer to coordinate projects with vendors, Facility Engineer personnel and YCP maintenance personnel. Prepares and maintains safety files for the section. Completion of SHARP training and fosters sexual harassment free environment. Complete all LMD training required annually. Performs other duties as assigned.

**5. APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **To obtain a LANG-LMD-H Form 10 (State Application) contact the following Human Resources Employee Assistance Officer:**

SFC (Ret) Theresa Walker / Mrs. Kimberly Clay  
LMD-HR, Pineville, La. (LANG-CB) & Minden, La. (LANG-CM)  
E-mail: [kimberly.s.clay.nfg@mail.mil](mailto:kimberly.s.clay.nfg@mail.mil)  
Office: (318) 641-5393 / (318) 641-5392  
Fax: (318) 290-5060